

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS
PROBATION OFFICE



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111 E. BROADWAY STREET, SUITE 200
DEL RIO 78840-5542

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100 E. WALL STREET, SUITE P-108
MIDLAND 79701-5200

410 S. CEDAR STREET
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727 E. DURANGO BOULEVARD, ROOM B-310
SAN ANTONIO 78206-1200

800 FRANKLIN AVENUE, ROOM 100
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Dear Sir/Madam:

Attached you will find a copy of the monthly supervision report form which this office uses. This office has been instructed to follow the monthly report form's information requirements in its entirety. This letter is provided to you as an overview of each section of the report and special instructions pertaining to same. They are listed as follows:

PART A – RESIDENCE. A receipt should be provided with your monthly report form indicating whether you are paying rent, a monthly lease payment, or monthly residence payment if you are purchasing your residence. This receipt will be included as part of your monthly report and is only required on one occasion, unless you change residences.

PART B – EMPLOYMENT. You must bring your pay stubs obtained for the month prior to your monthly report. These pay stubs will be attached to your monthly report and placed in your file. Pay verification (your pay stubs) will be a requirement on a monthly basis. If you receive disability, are retired, or receive unemployment or disability (Workmen's Compensation), verification of same must be provided.

PART C – VEHICLES. All vehicle information as listed on the monthly report form should be completed on each vehicle owned or driven by you. This does include the Vehicle Identification Number (VIN) and current mileage on each vehicle listed.

PART A – MONTHLY FINANCIAL STATEMENT. Your total net income from employment and any other income received (including spouse's income) during the month equals your total monthly income. Your total monthly expenses (bills) must also be listed on the monthly report form. Any checking or savings account must be listed on the form, along with the correct balance, bank name, and account number, including joint accounts. Information related to post office boxes, safe deposit boxes and storage spaces must be listed.

PART E – COMPLIANCE WITH CONDITIONS OF SUPERVISION DURING THE PAST

MONTH. All sections in Part E require a check in the “Yes” or “No” box. If an answer to any question is yes, there is room for an explanation on the monthly report form. As a reminder, these questions must be answered truthfully without any hesitation on your part. As you will notice, at the bottom of the report form, there is a statement which indicates “any false statements may result in revocation of probation, supervised release, or parole, in addition to five years imprisonment, a \$250,000 fine or both.” Your signature blank on the monthly report form reflects that you certify that all information furnished is complete and correct. Your signature also reflects you are aware of penalties for filing a false report. Therefore, it cannot be emphasized enough that all information entered on the monthly report form should be complete and correct.

If a review of the monthly report form reveals it is not completed in its entirety, you will be excused and instructed to report on another day with the information required provided on the monthly report form.

If you have difficulty completing the monthly report form, a member of your household or family can be asked to assist you in the completion of it prior to your report date.

The report in itself is self-explanatory and you are expected to comply with all the instructions contained in this letter.

Sincerely,

United States Probation Officer